

**Special Permit Application
Planning and Zoning Division
Development Services Department**

TOWN OF DAVIE USE ONLY

Petition Number: _____

Initial Fee: _____

Receipt Number: _____

Submittal Date: _____

Received By: _____

Folio Number: _____

Property Address: _____

Subdivision Name: _____

Future Land Use: _____

Zoning: _____

Special Permit Request (Land Development Code Section): _____

Petitioner: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Relationship to the property: _____

Owner: _____

Mailing Address: _____

Telephone: _____

Fax: _____

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)

PETITIONER'S NAME (PRINT)

OWNER'S SIGNATURE (ALL OWNERS
MUST SIGN)

PETITIONER'S SIGNATURE

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

as identification and who did take an oath.

as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: _____

SIGN: _____

PRINT: _____

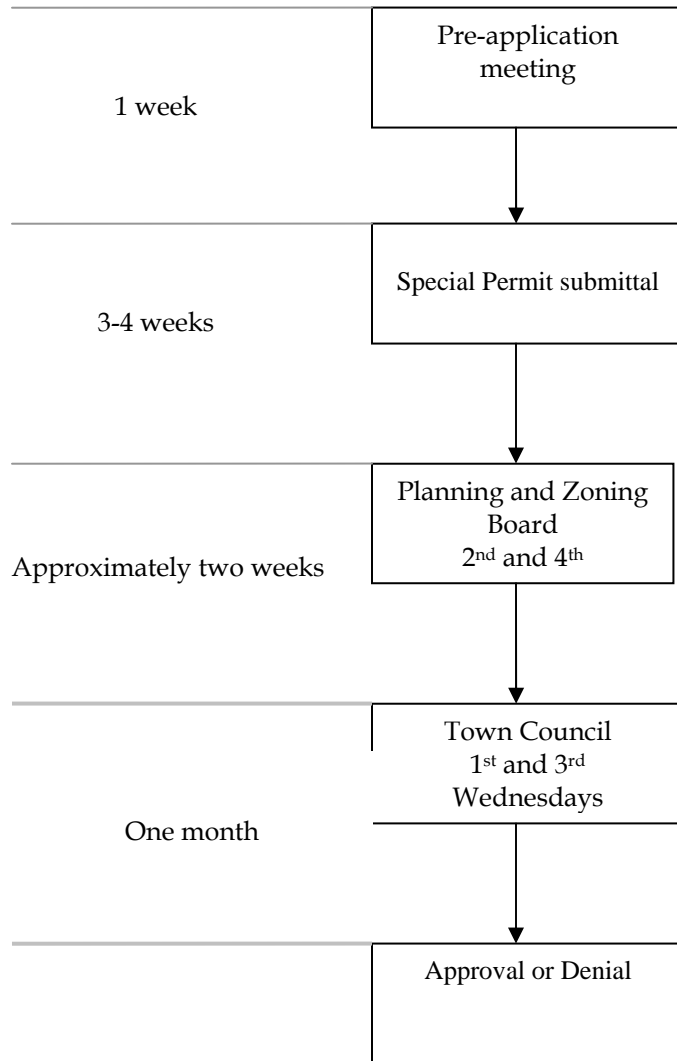
PRINT: _____

My Commission Expires:

My Commission Expires:

Timeline

Special Permit Process



Special Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are not acceptable under any circumstances.

1. Pre-application meeting with a planner.
 2. Original application form typed or neatly printed in ink, and notarized properly.
 3. Check made payable to the Town of Davie in the amount specified on the fee schedule.
 4. Copy of warranty deed or most recent tax bill.
 5. Justification letter that must address:
 - Reason for request
 - Review criteria of Section 12-308 of the Land Development Code
 6. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
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Often Asked Questions and Answers

Processing Time: Approximately four (4) to six (6) weeks.

How Detailed should my justification letter be?

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff, Planning and Zoning Board and Town Council with any specific information that may help to review and approve your petition. Your reason for request should address the criteria used to evaluate it as specified in Land Development Code Section 12-307.

If the Town Council denies my special permit, where can I appeal the decision?

You can appeal the Town Council's decision to the Broward County circuit court within 30 days.

Chapter 12 of the Town of Davie Land Development Code
Section 12-308. Review for special permits.

(A) Use Related Special Permits.

(1) Planning and Zoning Board Review:

(a) The planning and zoning board shall hold its public hearing and shall make a recommendation on the application to the council, based upon its consideration of, where applicable, whether or not the proposed special permit:

(i) Is contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;

(ii) Will create an unrelated and incompatible adjacent use;

(iii) Will adversely affect living conditions in the neighborhood or the town;

(iv) Will create or excessively increase automobile and vehicular traffic congestion or otherwise affect public safety;

(v) Will adversely affect surrounding property values;

(vi) Will be a deterrent to the improvement or development of other property in accord with existing regulations;

(vii) Will constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public.

(b) The report and recommendation of the planning and zoning board shall be advisory only and shall not be binding upon the council.

(c) The report and recommendation of the planning and zoning board required by this chapter may include proposals for the mitigation of external impacts of the special permit if approved by the council.

(d) An applicant may withdraw an application at any time prior to a vote by the council, upon written notification.

(2) Town council review:

(a) The council shall establish a public hearing to consider public testimony and the planning and zoning board recommendations and may deny, approve or approve with conditions the application for special permit.

(b) Special permit approval shall be tied to the owner of the land or a specific prospective purchaser of the land and shall not be transferable with transfer of title to the land, excepting to the specific prospective purchaser within nine (9) months of town council approval.

(c) Approval of a special permit request by the town council shall become null and void unless a development permit pursuant thereto is issued within twelve (12) months of the date of any such action by the council.

(d) Whenever the council has acted upon a special permit for property, whether approved or denied, the planning and zoning board shall not thereafter consider any further application for the same or any other kind of special permit for any part or all of the same property for a period of one (1) year. The above time limits may be waived by a majority vote of the council, when the council deems such action necessary to prevent injustice or to facilitate the proper development of the city.

(e) In each case wherein action upon application for a special permit is taken by the council, the decision of the council shall be recorded in the minutes of its meeting, and thereafter an order shall be prepared and entered into evidence such decision, which shall set out with sufficient clarity the exact legal description of the land and premises affected, and the decision, including conditions, made by such council. One (1) copy of such order shall be kept by the town clerk to become a public record, (1) copy shall be kept by the development services department, and one (1) copy forwarded to the petitioner.

(Ord. No. 90-4, § 7, 2-21-90; Ord. No. 91-33, 9-4-91; Ord. No. 95-43, § 1, 12-6-95; Ord. No. 2000-12, § 3, 4-3-00)